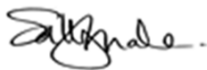


**UGBOROUGH PARISH COUNCIL
ANNUAL COUNCIL MEETING
Wednesday 13th May 2026 at 7.30pm
In the Ugborough Village Hall**

To all members of the Council

You are hereby summoned to attend the annual meeting of Ugborough Parish Council to be held in Ugborough Village Hall at 7.30 pm on Wednesday 13th May 2026



Sally Smale, Clerk to the Council

Tuesday 5th May 2026

Questions from the public:

Reports from County and District Councillors

AGENDA

26.36 Election of officers – Chair and Vice-Chair

26.37 Apologies for absence

26.38 To note declarations of interest

26.39 To agree the following appointments to committees and outside bodies:

(Current roles listed below)

Responsibility	Committee/Outside body	Councillor
Children and Young People		Cllr Hart Cllr May
Dartmoor National Park	Forum Committee	Cllr Hall Cllr Nelson Cllr May
Conservation/Recycling/Environment	Tree & Hedge Warden	Cllr Johns Cllr May
	Water Quality	Cllr Hosking
Local Government Authorities	IDALC	Cllr Beable
Climate Emergency	Gup	Cllr Holway Cllr Beable Cllr Wells
Planning – Development Control		Cllr Hosking
Finance	Lead Councillor for Finance	Cllr Nelson
Public Rights of Way	P.3 Co-ordinator	Cllr May Cllr Hart
Voluntary Organisations/grant funding	Ugborough Village Hall Cttee	Cllr Slater
	Bittaford Community Hall Cttee	Cllr Nelson
Public Health/Community care	Carers Forum	Cllrs Cooper
	4Rivers Dementia Alliance	Cllr Wells

Police/Traffic/Road Safety/transport	Ivybridge Community Transport/Neighbourhood Watch / Police Advocates	Cllr Beable Cllr Holway Cllr Johns Cllr Wells
Emergency Planning	Snow warden	Cllr Hart Cllr Johns Cllr Slater
Ugborough Fair Committee	Ugborough Fair Committee	Cllr Slater
Filham and West Ugborough		Cllr Wells
Community Speedwatch	Lead Councillor	Cllr May
Complaints Review Panel (New for 2026)		
Human Resources Working Group (New for 2026)		

26.40 To approve Parish Council arrangements for the year 2026-2027:

1. **Insurance – Clear Councils Insurance - 3 year contract to end May 2028**
2. **Grass-cutting agreement with Cutting Crew**
3. **Annual contract with SHDC for the monthly and annual check of Bittaford Play Area**
4. **Pension payments to Peninsular Pensions first week in the month**
5. **Clerk Salary Payments in the first week of the month**
6. **HMRC payments quarterly**
7. **Agreement to receive the agenda via email**
8. **Confirm subscriptions to Devon Association of Local Councils, Ivybridge group of DALC and ParishOnline.**

26.41 To agree the meeting dates – 2nd Wednesday of the month. (Exception January 2027 - meeting cancelled)

26.42 To confirm the Minutes of the Meeting held on 8th April 2026

Matters arising:

- Defibrillator training booked for Saturday 19th September, 12.15pm in Ugborough Village Hall.
- Grit Bin at Lucerne Fields
- Hedge on Ugborough Road, Bittaford
- Lutterburn St and junction with Undertown street lighting
- Flooding above the school

26.43 Planning

1. To consider the following applications:

- a) [0109/26](#) Construction of new entrance porch, external alterations to dwelling including extension of roof gable overhang on southern elevation, internal reconfiguration of existing dwelling, and construction of new detached outbuilding/garage for domestic use. Thorncourt, Bittaford, Ivybridge, Devon, PL21 0ES
- b) [1001/26/FUL](#) Land At Sx 705 544 (Marridge Farm) Ugborough Proposal Erection of agricultural Livestock building
- c) [1065/26/AGR](#) Marridge Farm Ugborough PL21 0HR General purpose agricultural building
- d) [1077/26/COM](#) 6 Undertown Ugborough PL21 0NH Notice of intent to install electronic communication apparatus comprising one 8m light wooden pole (ref. no. WH1M8J9Z)
- e) [0964/26/HHO](#) Newcombe Ugborough PL21 0HQ Householder application for two storey and single storey extensions, demolition of existing detached garage & erection of new detached garage and external kitchen

2. To note decisions made by SHDC and DNP:

a) 0352/26/TPO T1: English Oak - Crown raise by removing tertiary growth to give 3m clearance from ground level. This descending growth is currently contacting the out-building roof in high winds. T2: Beech tree - Crown raise to 3m clearance from ground level. Close to another out-building and over a lawn. Clearances will ensure clear walkway for pedestrians. Quarry Farm House, Ludbrook, PL21 0LL

Permission granted

b) 0232/26/HHO 26 Lutterburn Street, Ugborough. PL21 0NG. Householder application for proposed two storey rear extension to detached cottage to replace existing single storey extension.

Conditional Approval

c) 0528/26/CLP 4 Hazel Lane, Ivybridge. PL21 0ZA Certificate of lawfulness for proposed to change garage door from existing up and over to an electric roller door

Cert of Lawfulness (Proposed)

d) 0295/26/ARC Application for approval of details reserved by condition

11 (External Lighting) of planning consent 1683/25/VAR. Land At Sx 653 560, Davids Lane, Filham

Discharge of Condition Approved

e) 0644/25/ARM Lutterburn Farm, Lutterburn Street, Ugborough, PL21 0NG

Approved

f) 0395/26/FUL and 0396/26/FUL Little Allers, Avonwick. TQ10 9HA. Erection of roofing over an existing yard (erection of a covered yard)

Conditional Approval

26.44 Finance and HR

1. To approve the payments:

	Gross	VAT	Net
Salary	697.12		697.12
DALC	42.00	7.00	35.00
Ugborough Primary School	200.00		200.00
Stationery - re-imburse clerk	4.90		4.90
DALC subscription	975.02	119.02	856.00
J Widdicombe - 2794	607.20	101.20	506.00
Cutting Crew - 1827	212.40	35.40	177.00
Cutting Crewe - 1828	72.00	12.00	60.00
J Widdicombe - 2811	92.40	15.40	77.00
Bittaford Planters	58.99	9.83	49.16
Cutting Crew 1842	72.00	12.00	60.00
Cutting Crew 1841	182.40	30.40	152.00
J Snooks (Internal Audit)	250.00		250.00

2. To note income:

£25,200 Precept (Part 1)

3. To receive the Reconciliation:

TRANSACTIONS		RESERVES	
Lloyds Current Account (End April)	£44,864.62	P.3 grant	£0
Less uncleared payments	3,466.43	Bittaford Play Area	£13,674
Plus uncleared receipts		Dementia Awareness	£650
Less Transfers not on Bank Statement		Burial ground	£5,289
Total	£41,398.19	Climate Emergency Reserve	£4,881
CCLA Savings (End March)	£56,649.84	Community Projects & Support*	£40,883
Total Funds	£98,048.03	20 mph project	£2,628
		Election	£1,000
		Total	£69,005
Total uncommitted funds	£29,043.03		

***Community Projects:**

Amenity green space (Ugborough village), Conduit repair and maintenance, Tidying village centres and planters, Grant towards community use of redundant WC buildings, Walking leaflets

4. To consider renewal of the DALC subscription - £975.02

26.45 Audit

2. To approve Section 1 of the Annual Governance Statement 2025-2026

3. To approve Section 2 Accounting Statements 2025 – 2026

4. To receive the report from the internal auditor and agree any action

4. To agree the dates for the period for the exercise of public rights to be Friday 5th June to Thursday 16th July

26.46 Policy

1. To consider new policies for adoption:

Complaints policy and procedures 2026

Reserves Policy 2026

2. Review of policies:

Freedom of Information Policy

Standing Orders

Statement of Internal Control

Risk Management Schedule

Financial Regulations

26.47 Highways, Parish Paths and Transport

To consider joining the Devon County Council Road Warden Scheme

26.48 Assets and Maintenance

1. To consider the purchase of a bench for placement in Lucerne Fields – estimated cost £535 (recycled plastic)

2. To review the latest information regarding Ugborough Play Area and consider the proposal for making it an asset of community value

3. Bittaford Play Area Update

26.49 Communication Received:

1. Speeding traffic on the B3121 at Bittaford

2. Moorhaven Tennis Courts Community Use Agreement

3. Objection to the proposal for additional lighting at the junction of Lutterburn St / Undertown.

26.50 To receive reports on any meetings attended

26.51 Date of next meeting: Wednesday 10th June 2026, 7.30pm. Ugborough Village Hall